

## 善款箱借用表格 Donation Box Application Form

借用人／機構 \_\_\_\_\_ 希望加入澳門明愛善款箱計劃，為澳門明愛籌款，援助本地弱勢社群和世界各地受災人士。

Borrower/Organization \_\_\_\_\_, wish to join the Caritas Macau Project Donation Box, to assist fund raising for Caritas Macau and provide all means of assistance to the underprivileged in the community and the victims of worldwide natural disasters.

- 大善款箱 \_\_\_\_\_ 個 Large Donation Box \_\_\_\_\_ pcs (25cm\*25cm\*25cm)
- 中善款箱 \_\_\_\_\_ 個 Medium Donation Box \_\_\_\_\_ pcs (20cm\*20cm\*20cm)
- 小善款箱 \_\_\_\_\_ 個 Small Donation Box \_\_\_\_\_ pcs (20cm\*20cm\*10cm)

### 善款箱將會放置於以下地點 The Donation Box Will be Placed at This Location

位 置 Location: \_\_\_\_\_

地 址 Address: \_\_\_\_\_

開始放置日期 Date of Placement: \_\_\_\_\_

### 聯絡人 Contact Person

先生／女士 Mr./Miss/Mrs.: \_\_\_\_\_

職 銜 Job Title: \_\_\_\_\_

地 址 Address: \_\_\_\_\_

電 郵 Email: \_\_\_\_\_

電 話 Telephone: \_\_\_\_\_

傳 真 Facsimile: \_\_\_\_\_

借用人/機構 Borrower/organization

簽署及蓋章 Signature and stamp: \_\_\_\_\_

日期 Date: \_\_\_\_\_

### 細則及條款 Terms and Conditions :

1. 本計劃目的是透過與借用人/機構合作在其指定地點放置善款箱，為澳門明愛籌募服務經費，援助有需要人士。  
The objective of this project is to place donation box at a specified location of the borrower/organization, to assist Caritas Macau raise funds to provide services to the underprivileged.
2. 澳門明愛收到借用表格後，會與聯絡人安排交收善款箱，並簽收確認文件。  
After Caritas Macau has received the Donation Box Application Form, it will make arrangements with the contact person regarding the delivery of the donation box, and sign as proof of delivery.
3. 如未得到澳門明愛同意，請勿於善款箱上書寫或張貼任何其他字句或資訊。  
Without the consent of Caritas Macau, please do not write or stick any other words or data.
4. 借用人/機構應適當放置及妥善保管善款箱。  
Borrower/organization should properly place and care for the donation box.
5. 善款數目將由澳門明愛指派的人點算，任何人均不得擅自打開善款箱。  
Caritas Macau will appoint someone to tally the amount of donation in the box, anyone else is prohibited to open the donation box.
6. 澳門明愛不會為個別捐款人提供捐款收據。  
Caritas Macau will not provide individual benefactors with a receipt for their donation.
7. 善款箱如有遺失、盜竊等情況，借用人/機構應立即通知澳門明愛，並報警求助。  
The borrower/organization should immediately contact Caritas Macau if the donation box is damaged or stolen and the police should be notified.
8. 如善款箱有損毀，借用人/機構請即與澳門明愛聯絡更換。  
The borrower/organization should notify Caritas Macau if the donation box is damaged and arrangement will be made for a replacement.
9. 借用人/機構之通訊地址如有更改，請即通知澳門明愛。  
Caritas Macau should be immediately notified if there is any change of address of the borrower/organization.
10. 填寫後請傳真至28283332或電郵至fundraising@caritas.org.mo。  
Please kindly fill in the reply slip and fax to 2828 3332 or email to fundraising@caritas.org.mo
11. 如有任何問題可與澳門明愛慈善資源部聯繫，電話：28933255。  
Please feel free to contact Fundraising Department at 2893 3255.